

SAP Business Warehouse/Business Intelligence Reporting

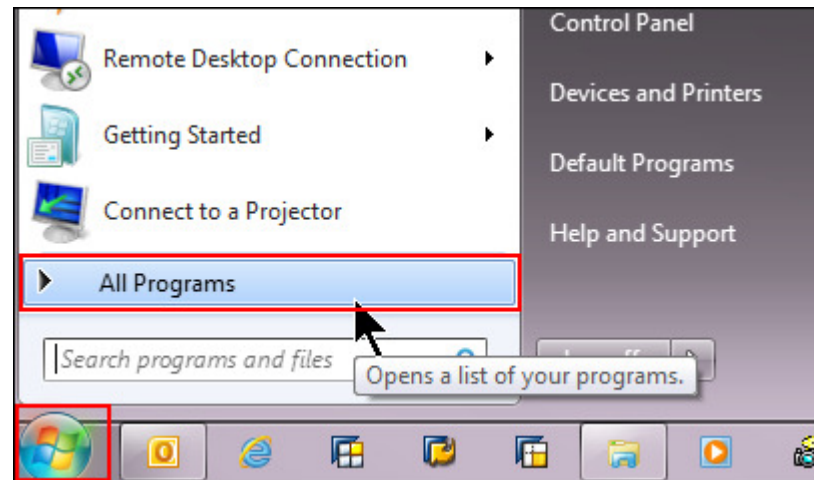
Exercise 1 Creating a Basic Ad Hoc Query

Washington State HRMS Business
Warehouse/Business Intelligence (BW/BI)
BW/BI Power User Workshop Materials
General Topics - BW/BI Power Users

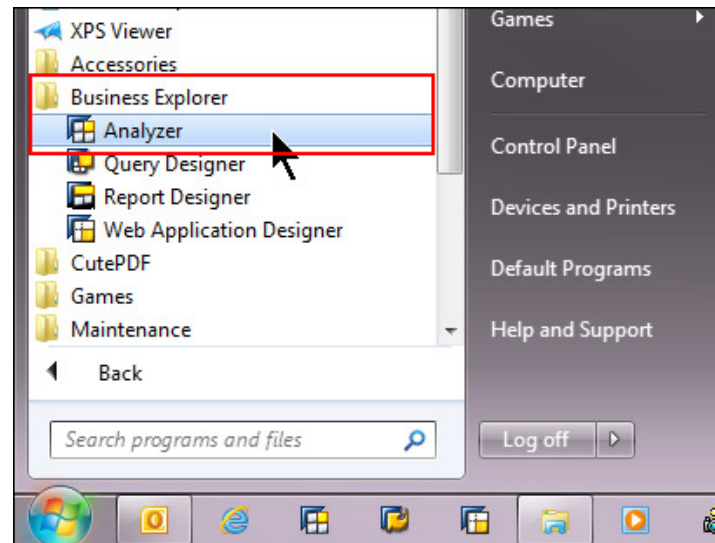
Exercise 1 – Creating a Basic Ad Hoc Query

To access BEx tools:

1. Select the Start menu → All Programs:

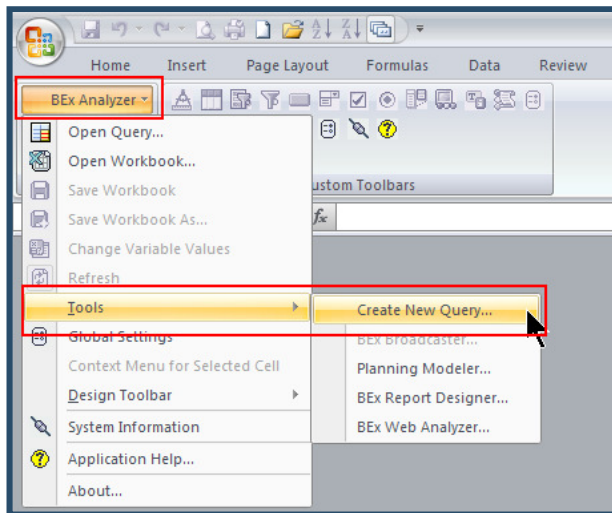
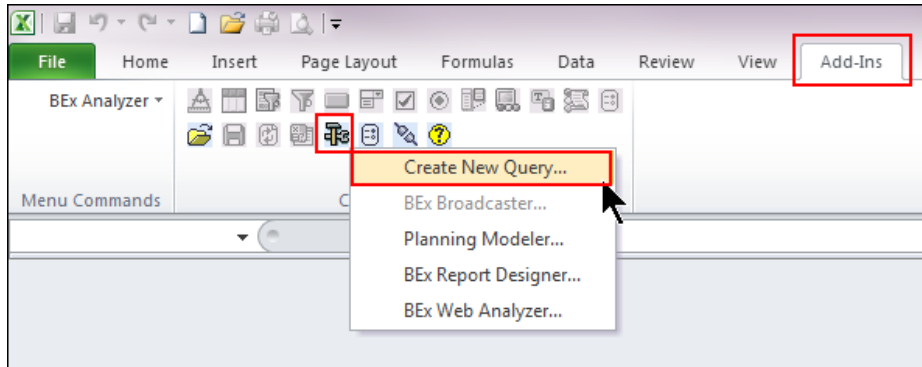


2. Select Business Explorer → Analyzer:

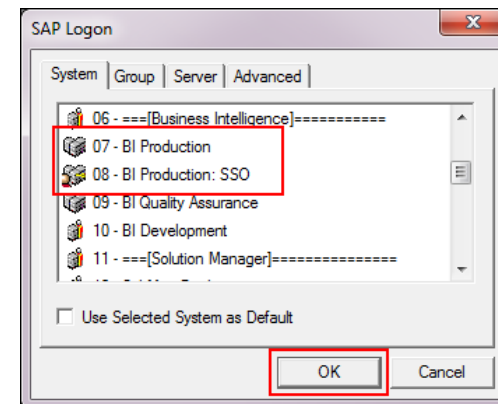


Exercise 1 – Creating a Basic Ad Hoc Query

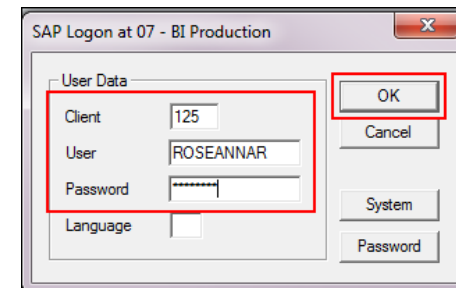
Excel will open with an additional tab: Select Add-Ins → Tools or BEx Analyzer/Tools → Create New Query



The SAP Logon is displayed. Select your option from the “Business Intelligence” section. (SSO is for single sign on).



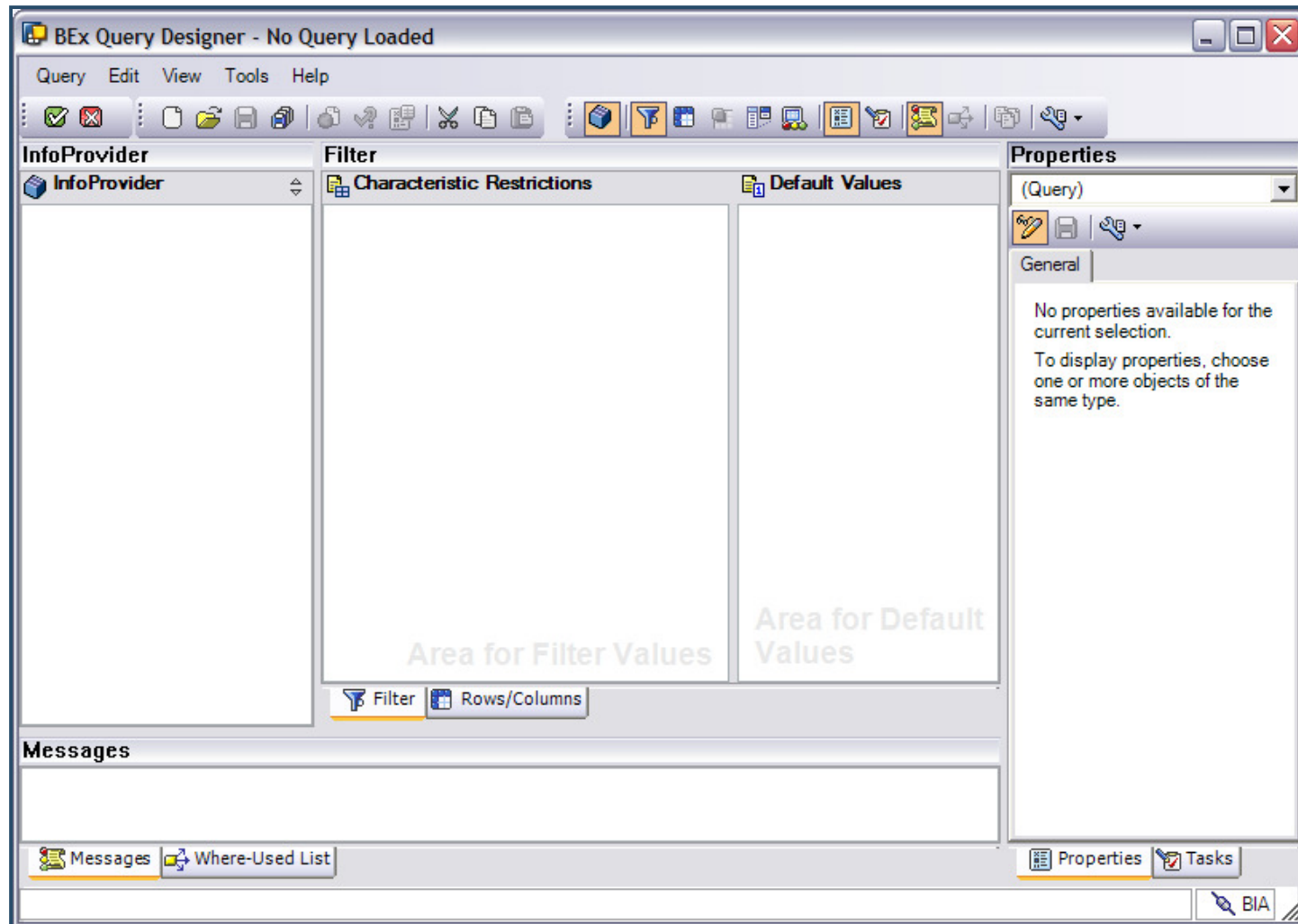
Enter your User and Password and select OK:



*Contact your Agency Security User ID Administrator for BW/BI User ID and password-related information

Exercise 1 – Creating a Basic Ad Hoc Query

Result: BEx Query Designer will be opened in the Standard View.

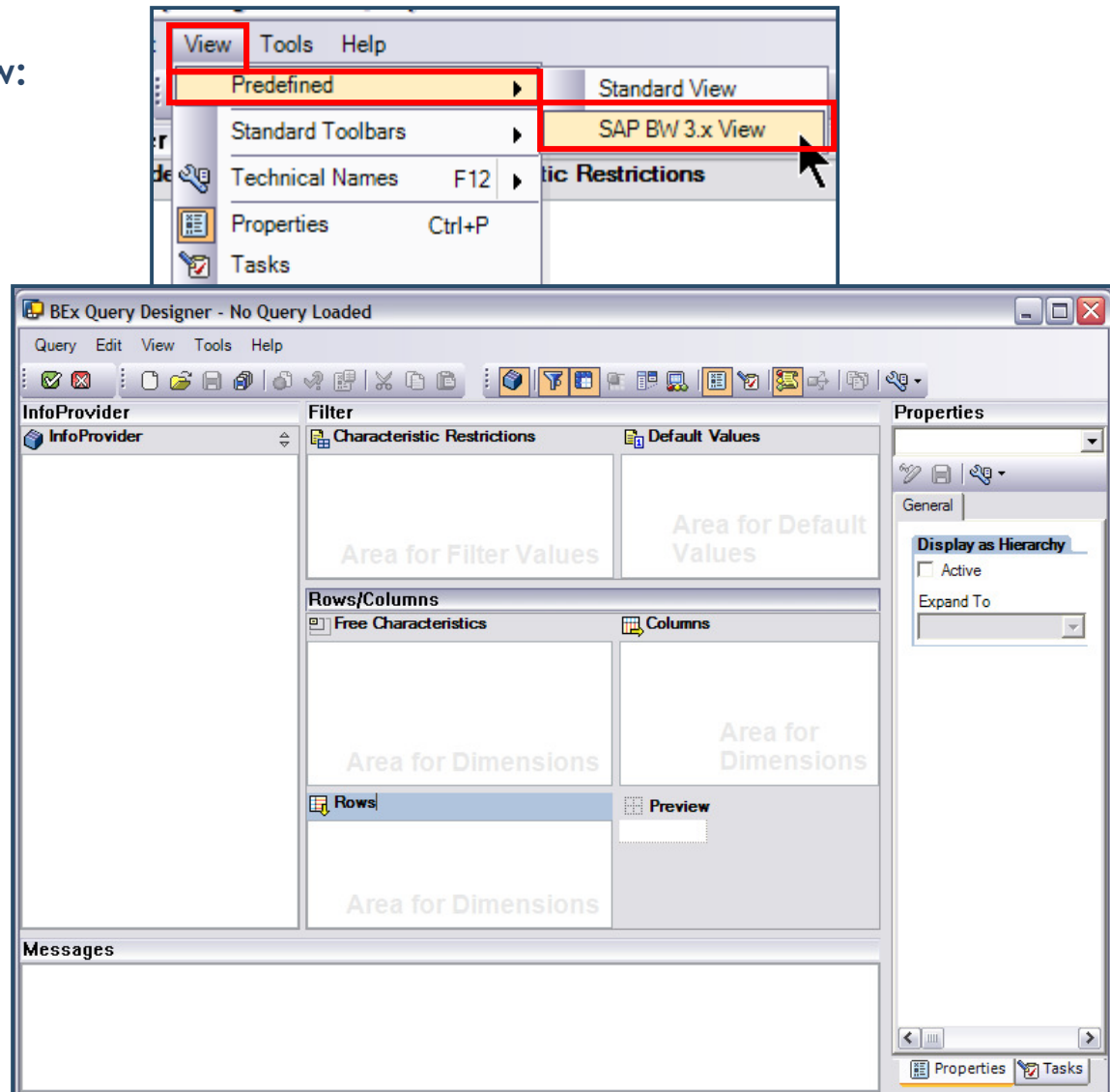


Exercise 1 – Creating a Basic Ad Hoc Query

To access the “SAP BW 3.x view:

1. Click the “View” tab.
2. Select Predefined
3. Click Sap BW 3.x View

Result: BEx Query Designer will be opened in the SAP BW 3.x View.

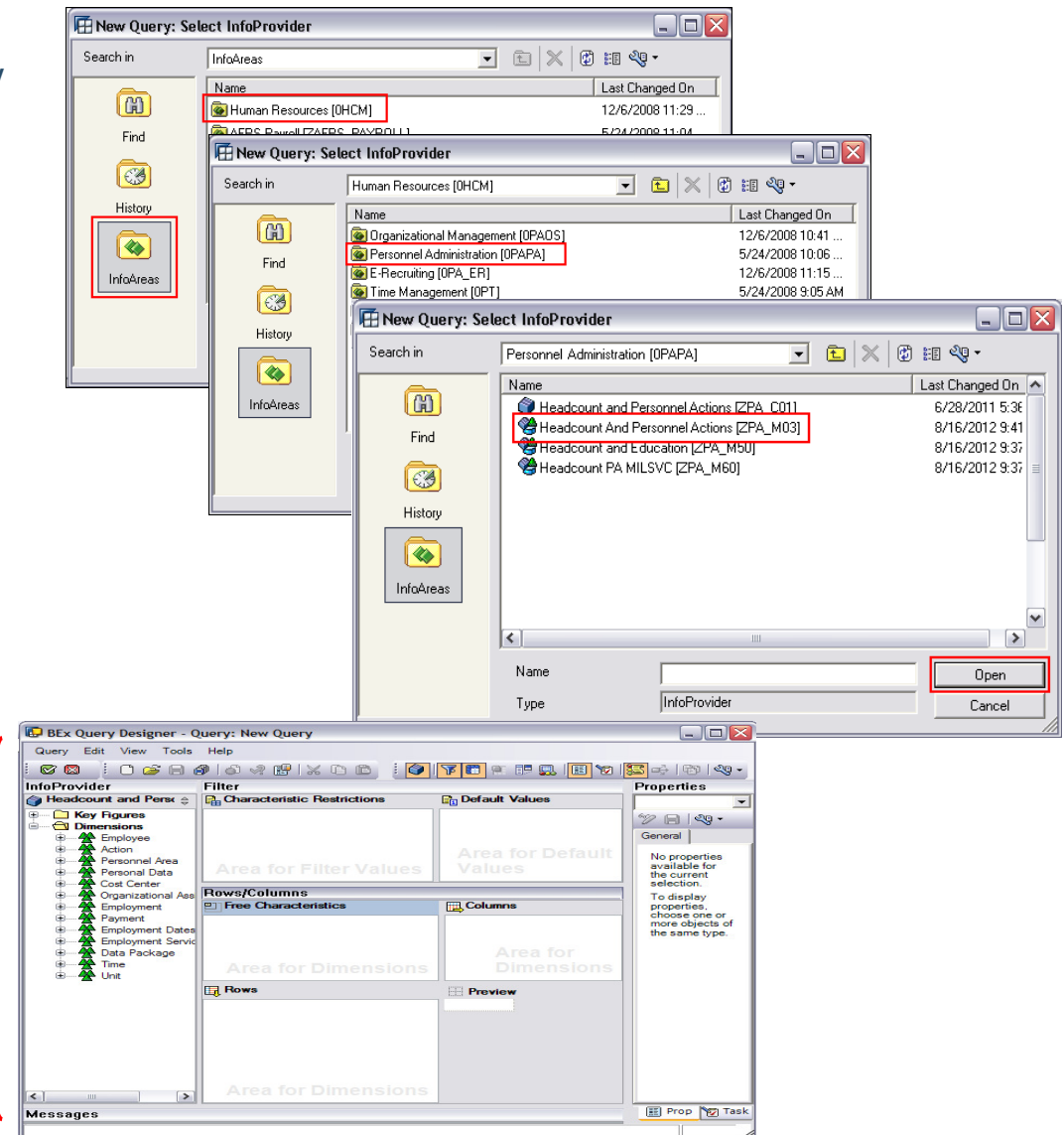


Exercise 1 – Creating a Basic Ad Hoc Query

1. Select the InfoAreas tab from the “New Query - Select InfoProvider” screen.
2. Expand the Human Resources InfoArea.
3. Expand the Personnel Administration InfoArea.
4. Select the Headcount and Personnel Actions InfoProvider.
5. Click Open.

Result: All InfoObjects of the Headcount and Personnel Actions InfoProvider are displayed in BEx Query Designer.


InfoObjects of the Headcount
InfoProvider




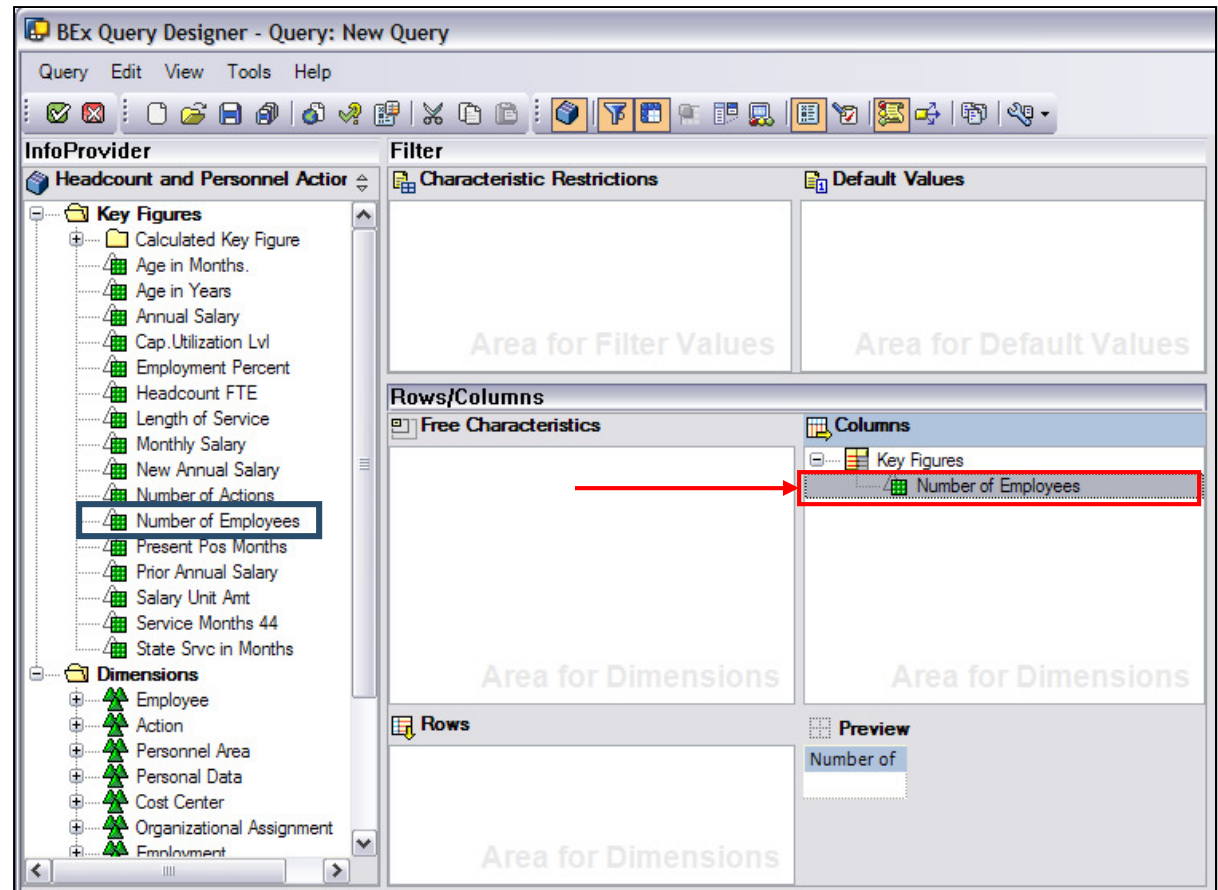
Exercise 1 – Creating a Basic Ad Hoc Query

II. Adding Key Figures



Click the Technical Names icon  to toggle the Technical Names of the Infobjects on.

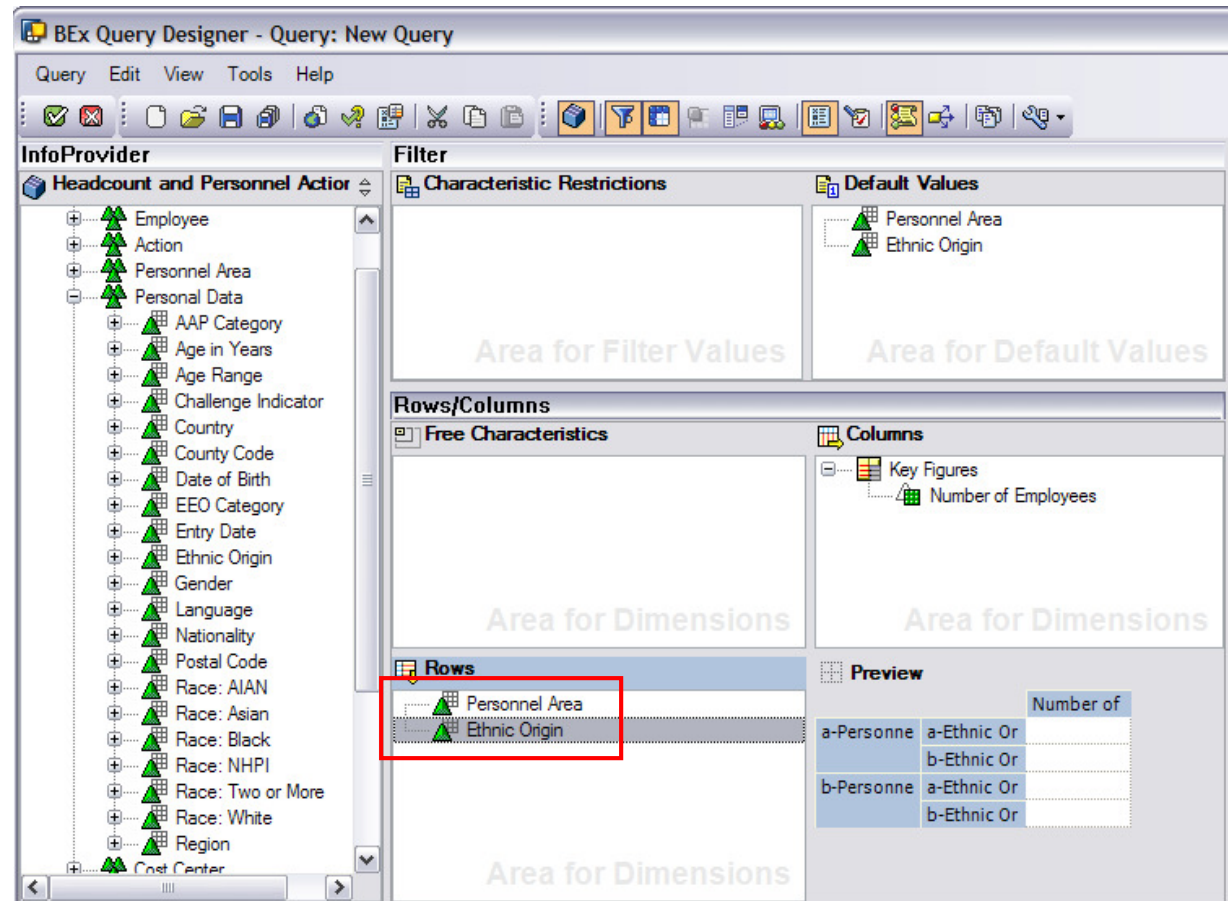
1. Expand the Key Figures section by clicking on the Expand icon. 
2. Drag&Drop Number of Employees from the Key Figures section to the Columns section of the query.



Exercise 1 – Creating a Basic Ad Hoc Query

III. Adding Characteristics

1. Drag&Drop the Personnel Area Characteristic from the Personnel Area Dimension to the Rows section of the query.
2. Drag&Drop the Ethnic Origin Characteristic from the Personal Data Dimension to the Rows section of the query.



An item can also be dragged & dropped from the query to the InfoObjects list to remove it

Exercise 1 – Creating a Basic Ad Hoc Query

IV. Adding Free Characteristics

- Drag&Drop the Challenge Indicator Characteristic from the Personal Data Dimension to the Free Characteristics section of the query.


The screenshot displays the InfoProvider interface with the following components:

- InfoProvider:** A tree view on the left showing the hierarchy: Headcount And Personnel Ac > Key Figures > Dimensions > Personal Data. The 'Challenge Indicator' is highlighted under Personal Data.
- Filter:** A section on the right with 'Characteristic Restrictions' and 'Default Values'. 'Default Values' currently lists 'Personnel Area', 'Ethnic Origin', and 'Challenge Indicator'.
- Rows/Columns:** A central section with a 'Free Characteristics' box. The 'Challenge Indicator' is being dragged into this box, which is highlighted with a red rectangle.
- Columns:** A section on the right showing 'Key Figures' with 'Number of Employees'.
- Rows:** A section at the bottom left showing 'Personnel Area' and 'Ethnic Origin'.
- Preview:** A table at the bottom right showing a preview of the query results.

		Number of
a-Personne	a-Ethnic Or	
	b-Ethnic Or	
b-Personne	a-Ethnic Or	
	b-Ethnic Or	

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V. Saving the Ad Hoc Query

1. Click the Save Query icon  from the BEx Query Designer toolbar.
2. Enter the query Description in the Description listbox of the Save Query prompt (in this example, “Demo Basic Query Part 1”).
3. Enter the query Technical Name (in this example, “A1790_DEMOBASICQUERYPART1”).
4. Click Save.

